

EMPLOYMENT OPPORTUNITY BULLETIN



STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.

Look no further, apply today!

Assistant Information Systems Analyst

(Permanent/Full Time)

Department of Finance positions are excluded from collective bargaining.

SALARY RANGE:

\$3,247 - \$5,438

FINAL FILING DATE:

January 11, 2017

QUESTIONS ABOUT THE JOB:

Jennifer Mora
(916) 445-3434 ext. 2141
(916) 324-6547 TDD*
E-mail: Jennifer.Mora@dof.ca.gov

SEND APPLICATION TO:

Department of Finance
Human Resources Office
Attention: JoLynn Sanchez
915 L Street, Suite 1235
Sacramento, CA 95814

WHO MAY APPLY:

Current state employees with transfer eligibility or individuals who have list eligibility. Please indicate the basis of your eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligible) in the Explanation box of the application. Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable personnel rules.

You may obtain an official state application (STD 678) on the CalHR website at:

<https://jobs.ca.gov/pdf/std678.pdf>

POSITION DESCRIPTION:

The Fiscal Systems and Consulting Unit is looking to fill an Assistant Information Systems Analyst position. Under the close supervision of lead staff, the individual performs analytical and consultative duties, including but not limited to: supporting the ongoing development and implementation of the Financial Information System for California (FI\$Cal); providing technical support to departments transitioning to FI\$Cal; providing Excel and Access technical support for the maintenance of the Statewide Cost Allocation Plan (SWCAP) and Pro Rata plans; supporting the implementation of the development of the SWCAP and Pro Rata plans in FI\$Cal.

Duty statement for this position is available upon request.

DESIRABLE QUALIFICATIONS:

- Ability to plan, organize, and adapt to changing assignments and priorities and work effectively under pressure to meet deadlines
- Ability to gain and maintain cooperative working relationships at all levels
- Ability to maintain regular, consistent, predictable attendance, and occasionally work beyond scheduled work hours
- Experience in developing, supporting, and/or implementation of information technology systems
- Extensive Excel and Access skills
- Excellent analytical skills
- Excellent verbal and written communication skills
- Ability to exercise good judgment, initiative, and creativity
- Experience developing queries

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Issue Date: December 27, 2016